

CITY OF CLEARLAKE

ORDINANCE NO. 270-2024

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
AMENDING SECTION 2-3.7 OF CHAPTER 2 OF THE  
CITY OF CLEARLAKE MUNICIPAL CODE  
REGARDING THE POSITION OF CITY MANAGER

THE CITY COUNCIL OF THE CITY OF CLEARLAKE DOES HEREBY ORDAIN  
AS FOLLOWS:

Section 1. Clearlake Municipal Code Section 2-3.7 Powers and Duties of Chapter 2-3  
CITY MANAGER is hereby amended to read as follows:

Chapter 2, Section 2-3.7      CITY MANAGER

**2-3.7 Powers and Duties.** The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council, except as otherwise provided in this chapter, by law or by direction of the City Council. The City Manager shall be responsible for the efficient administration of all of the affairs of the City that are under his or her control. In addition to the general powers as administrative head, the City Manager shall have the following specific duties, responsibilities and powers:

- a) To enforce all laws and ordinances of the City and to see that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed;
- b) To control, order and give directions to all department heads and to subordinate officers and employees of the City under his or her jurisdiction through their department heads;
- c) To appoint, promote, demote and remove all officers and employees of the City, excepting elective officers and the City Attorney;
- d) To establish an organizational structure of offices, departments, positions and units within the City as may be indicated in the interest of efficient, effective and economical conduct of the City's business;
- e) To recommend to the City Council the adoption of such ordinances and resolutions as deemed necessary or appropriate;
- f) To attend all meetings of the City Council or provide for a designated representative;
- g) To prepare and submit the proposed annual budget to the City Council for its approval;

- h) To be responsible for purchasing pursuant to the provisions of Chapter 3-4 of the Clearlake Municipal Code for all the departments of the City;
- i) To approve agreements for contractual services in accordance with administrative policies adopted by the City Council, or as defined in the Clearlake Municipal Code and which shall, among other things, establish the maximum compensation that may be provided for in an such agreement;
- j) To investigate, when necessary, the affairs of the City and any department or division thereof and any contract obligation of the City; further, it shall be the duty of the City Manager to investigate all complaints in relation to matters concerning the administration of the City government.
- k) To exercise general supervision over all public buildings, public parks and all other public properties which are under the control and jurisdiction of the City Council;
- l) To perform such other duties and exercise such other powers as may be delegated to the City Manager from time to time by ordinance or resolution or other official action of the City Council.
- m) Have the same authority as the mayor (as conveniences to the parties may dictate) to sign documents specified in Section 40602 of the Government Code of the state whenever such documents have been approved by the city council for execution by resolution, motion, minute order or other appropriate action**

Section 2. CEQA

The action being considered by the City Council is an administrative activity of government that will not result in a direct or indirect physical change in the environment. The City Council finds pursuant to the provisions of the California Environmental Quality Act (“CEQA”) (California Public Resources Code Section 21000 et seq.) and State CEQA Guidelines (Section 1500 et seq., Title 14 of the California Code of Regulations) and determines that this Ordinance is not a “project” pursuant to Public Resources Code Section 210065, and that it is exempt from the provisions of CEQA pursuant to Guidelines Sections 15061(b)(3) (because it can be seen with certainty that the adoption of this Ordinance will not have an effect on the environment) and 15321 (enforcement actions by regulatory agencies);

Section 3. CONFLICTS AND SEVERABILITY

All ordinances or parts of ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflicts and no further.

Section 4. EFFECTIVE DATE:

The effective date of this Ordinance is thirty (30) days after its adoption by the City Council.

Introduced and read at a regular meeting of the City Council of the City of Clearlake on the 18<sup>th</sup> day of July, 2024 and adopted at a regular meeting therefore held on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2024.

AYES:

NOES:

ABSENT OR NOT VOTING:

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David Claffey  
Mayor

ATTEST:

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Melissa Swanson  
City Clerk